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5 October 1962

MEMORANDUM TO: Executive Assistant to DCS

From: CIA Records Administration Officer/DCS

Subject: Records Center Activities

Handwritten: Note: RAO furnished
revised copy
on 10/8/62

25X1

1. Attached are four Charts showing the principal activities of the Records Center for Fiscal Years 1959 - 1962.

2. An analysis of the data on Chart Number One, Accessioning and Disposal Activity, indicates the following:

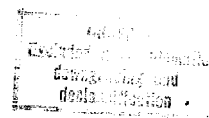
a. Gross Receipts for the FY 1962 amounted to 14,775 cu. ft. This was about 6% less than the receipts for the previous year but about the same as the average annual receipts for the Fiscal Years 1957 - 1961. On this basis, it would appear that we have reached a peak in receipts, and future accessions will probably not exceed this rate.

b. The destruction of records amounted to 6,795 cu. ft., an increase of about 30% over FY 1961. The rate of destruction for 1962 is about the same as the average annual rate for Fiscal Years 1957 thru 1961. It is estimated that the future rate of destruction will increase gradually as disposition instructions in the Records Center Schedules become applicable to the older accumulations in the Center.

3. The Reference Services performed by the Center are shown on Chart Number Two. This service is probably the most important function performed by the Records Center. The promptness and accuracy with which we perform this service will have a significant effect on stimulating Agency offices to retire their inactive records. The Reference Services Activity requires 6% of the total manpower resources of the Records Center.

The number of references for FY 1962, 385,232, is an increase of about 12% over the previous year but is over 400% greater than 1957. This abnormal increase is attributable almost entirely to HEP Activity. An analysis of HEP activity indicates that this is normal in accordance with standard Records Center criteria except for a group of approximately 2600 cu. ft. of HEP records. These are too active for normal Records Center activity and RI/HEP has agreed to take them back to Headquarters as soon as space is available.

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4. Chart Number Three, shows the Cumulative Receipt and Disposition of Records from 1949 - 1962. Gross receipts for this period of 121,391 cu. ft. is the equivalent of over 15,000 safes or filing cabinets.

Cumulative destruction of 43,345 cu. ft. is the equivalent of over 5,000 safes or cabinets, representing approximately 1/3 of the total gross receipts.

5. Chart Number Four shows Net Cumulative Holdings and the estimated date when the Records Center will be filled. The net growth of records of FY 1962 amounts to 7,980 cu. ft. If this same rate of growth continues, the Center will be filled about 1 October 1965. Consideration, however should be given to the following facts which may influence the rate of growth:

a. On 1 July 1962 we took steps to control the accumulation of records at the Center by not accepting records of temporary value unless they had a definite destruction date. The average receipts per month for July, August and September dropped 324 cu. ft. as compared to the same period in 1961.

b. On 15 June 1962 I requested DDP to advise us when they would authorize us to destroy about 16,000 cu. ft. of their records in the Center on which there are no definite disposal instructions. A significant percentage of these have been [redacted] with the WALNUT project. No response has been received from this request. Based on conversation with [redacted] on 25 September, I anticipate being advised that about 500 cu. ft. of predecessor agency records will be eligible for destruction shortly; another 2,600 cu. ft. will be brought back to headquarters; and disposition instructions on the remainder (about 13,000 cu. ft.) will have to wait until it is determined that [redacted] these records has been successful. This will probably not be possible until approximately 18 months after WALNUT is in complete operation.

c. As result of unilateral agreements with USIB agencies, we expect an increase in rate of destruction of certain intelligence materials.

6. This memorandum complies, initially, to the requirement of the Acting DDC as specified in his memo to the Comptroller dated 6 July 1962, DDC number: 62-3496, Subject: "Program Reviews by Financial Policy and Budget Committee".

I will be glad to discuss this with you and supply additional information anytime.

Distribution:

Orig & 1 - addressee

1 - [redacted]

1 - Rec Ctr [redacted]

1 - RAO File (RECORDS CENTER)

Attachments

RAO/DDS, [redacted] 5 Oct '62)

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